Name: Bridgette Blake		Grading Quarter: Q4	Week Beginning: May 6
School Year: 2023-2024		Subject: Business 2-3, B100 Introduction to Business NPC – Dual Enrollment	
Monday	Notes:	Objective: Students will apply learning by preparing for the Microsoft Office Certification assessment. Lesson Overview: • Microsoft Office Certification Review	Academic Standards: 1.0 Apply word processing software to produce documents. 2.0 Compose documents for presentations.
Tuesday	Notes:	Objective: Students will apply learning by preparing for the Microsoft Office Certification assessment. Lesson Overview: • Microsoft Office Certification Review	Academic Standards: 1.0 Apply word processing software to produce documents. 2.0 Compose documents for presentations.
Wednesday	Notes:	Objective: Students will apply learning by preparing for the Microsoft Office Certification assessment. Lesson Overview: • Microsoft Office Certification Review	Academic Standards: 1.0 Apply word processing software to produce documents. 2.0 Compose documents for presentations.
Thursday	Notes:	Objective: Students will apply learning by preparing for the Microsoft Office Certification assessment. Lesson Overview: • Microsoft Office Certification Review	Academic Standards: 1.0 Apply word processing software to produce documents. 2.0 Compose documents for presentations.

Friday	Notes:	Objective: Students will apply learning by preparing for the Microsoft Office Certification assessment. Lesson Overview: • Microsoft Office Certification test.	Academic Standards: 1.0 Apply word processing software to produce documents. 2.0 Compose documents for presentations.